

TO: Agency Chief Financial Officers and Deputy Chief Financial Officers  
GFRS Users

FROM: Jim Sturgill, Assistant Commissioner  
Governmentwide Accounting,  
Financial Management Service

SUBJECT: GFRS New Users Training

FMS is providing training only for users who have never previously attended a GFRS training session. This role-based training provides hands-on instruction to users about the specific tasks they will perform in the application.

Following is the training class schedule:

**Verifying Agencies (Preparers/Reviewers)**

Tuesday, July 25,	9:00 a.m. - 4:00 p.m.
Tuesday, August 1,	9:00 a.m. - 4:00 p.m.
Thursday, August 3,	9:00 a.m. - 4:00 p.m.
Thursday, August 10,	9:00 a.m. - 4:00 p.m.
Tuesday, August 15,	9:00 a.m. - 4:00 p.m.
Wednesday, August 16,	9:00 a.m. - 4:00 p.m.
Tuesday, August 29,	9:00 a.m. - 4:00 p.m.

**CFO/IG Training (Choose AM or PM session, not both)**

Wednesday, July 26,	9:00 a.m. – 12:00 p.m.
Wednesday, July 26,	1:00 p.m. – 4:00 p.m.
Wednesday, August 2,	9:00 a.m. – 12:00 p.m.
Wednesday, August 2,	1:00 p.m. – 4:00 p.m.
Thursday, August 17,	9:00 a.m. – 12:00 p.m.
Thursday, August 17,	1:00 p.m. – 4:00 p.m.
Wednesday, August 30,	9:00 a.m. – 12:00 p.m.
Wednesday, August 30,	1:00 p.m. – 4:00 p.m.
Wednesday, September 6,	9:00 a.m. – 12:00 p.m.
Wednesday, September 6,	1:00 p.m. – 4:00 p.m.

**Non Verifying Agencies (Preparers/Reviewers)**

Wednesday, September 7,	9:00 a.m. – 12:00 p.m.
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All courses are offered at:

3700 East-West Highway,  
Rm. 162B, PGMC II  
Hyattsville, MD 20782

To register for one of these classes, users should contact Shanique Lewis on 202-874-1544 or by email at [shanique.lewis@fms.treas.gov](mailto:shanique.lewis@fms.treas.gov). If, one week prior to the class, there are three or fewer registered students, the class will be rescheduled.

Users will not require a personal userID for training purposes, but they do need a userID and GFRS assigned role to access the application upon returning to their offices. New users, and users that are changing GFRS roles, should contact Janet Crawford on 202-874-8918 or by email at [Janet.crawford@fms.treas.gov](mailto:Janet.crawford@fms.treas.gov) to obtain the appropriate system access request forms. Please allow a minimum of two weeks for processing of GFRS access requests.

### **Transportation and Parking**

Parking is no longer validated at our Hyattsville location. It is strongly suggested that Metro be utilized for transportation. We highly recommend that attendees arrive 15-30 minutes early to facilitate security/check-in. Government issued identification badges are required for check-in.

We hope the training will provide new users with an overall understanding of GFRS as the 2006 cycle begins. We look forward to working with you in the preparation of the 2006 Financial Report.

Attachments